InterOffice Memo

Department of Workforce Development

Date: September 23, 2002   *File Ref: ASSET Reporting Policy 02-01*

To: All ASSET Users

From: Job Center Systems Business Area

Subject: **CREDENTIAL DEFINITION AND REPORTING**

NOTE: Please ensure that all systems users in your Job Center know of this policy.

Background

WDB performance on the credential attainment measure is falling short of the negotiated levels for PY01. Many WDBs have questioned the performance results we are reporting to US DOL, believing their performance should be better on this measure. Under TEGL 7-99, which lays out the procedure for reporting credentials, no WDB should have trouble either meeting or exceeding the measure.

A review of current policies and procedures, as well as ASSET reporting and data extraction, was undertaken to determine if there is a problem and identify ways to improve the results. Staff examined TEGL 7-99, the DWS Workforce Programs Guide, DWS WIA Policy Update 02-07, and the USDOL WIASRD instructions, as well as guidelines for ITA management and service delivery.

Policy

Effective immediately, any completed training activity which:

1. results in the issuance of a certificate or document verifying successful completion of the training, and
2. leads to employment

can be counted as a credential attainment and reported as such in ASSET, subject to the following training definition.

> *Training: one or more courses, or classes, or a structured regime, that upon successful completion, leads to:*
>
> a. *A certificate, associate degree, or baccalaureate degree; or*
> b. *The skill or competencies needed for a specific job or jobs, an occupation, occupational groups, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.*
>
> *For credential reporting purposes, "Training Services" means WIA-funded and non-WIA funded partner training services. These services include:*

- *occupational skills training, including training for nontraditional employment;*
- *on-the-job training;*
- *programs that combine workplace training with related instruction which may include cooperative education programs;*
- *training programs operated by the private sector;*
- *skill upgrading and retraining;*
- *entrepreneurial training;*
- *short term prevocational activities to prepare individuals for employment or training*
- *adult education and literacy activities in combination with other training; and*
- *customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.*

Procedure

Until the ASSET re-engineering process is completed next April, DWS will use a line change on the Program Exit screen credential list to accommodate this broader, more flexible definition. On Thursday, September 26, the line item labeled as "Occupational Skills Certificate" will be changed to "Skills Certificate". The following process should be followed for credential attainment reporting until the re-engineered ASSET system is in place:

1. Staff should apply the above criteria when reporting credential attainment and record this information on the Program Exit screen as a "Skills Certificate".
2. If the WDB wishes to receive credit for a credential, staff must identify the activity as a "training service"; even if the service is locally defined as "core" or "intensive".

Until April 1, 2003 when the re-engineered system is on-line, you can report credentials using this policy on the "Occupational Skills Certificate" line. The September 26th label change will not alter anything you report prior to this date. Staff will also need to go back through their records and update participant data to assure that credentials have been documented as appropriate for all participants who have exited WIA from October 1, 2000 to the present.

Effective Date: September 23, 2002

Your cooperation in implementing this policy is appreciated.

cc: JCSBA Core Team Members
     Brian Solomon, Director, Job Service Bureau
     Gary Denis, ASSET Executive Sponsor, Bureau of Workforce Programs
     Local Program Liaisons